How do I reinstate a student schedule after they have been withdrawn?

To reinstate a student into a section go to Registrar > Scheduling > by Student > select the student in question:

Course Scheduling by Student -File Edit Tools Help Check show Advisor: Mr Rebecca Teresa Hall Phone: 2273 Save 😭 Sched 🍋 Close withdrawn Show only classes for term: (All) Sort by: Period Show Withdrawn Courses 4 courses Section I.D. Course Name Cred Terms Day1 Day2 Day3 Day4 A 840-01 Crew/Spring 0.25 03.04 AFS AFS AFS AFS 2. select the section 921-10 9th Advisory Day 2 01,02,03 0.00 326 Study Flex 0.00 01,02,03 ASC ASC ASC 931-05 920-10 Weekly Assembly 0.00 01,02,03 Break Break Break 3. click withdraw: 936-10 9th Advisory - Day 6 0.00 Q1,Q2,Q3 934-10 Yearbook 0.00 01.02.03 Review Reivew Review Review I 935-10 Study Hall 0.00 Q1,Q2,Q3 EUCH 909-10 Freshman Lunch/Advisory 0.00 Q1,Q2,Q3 Lunch Lunch Lunch Lunch English I 1.00 Q1,Q2,Q3 A A 151-01 A

New

sours	e Informat	ion			
Section 813-01 Crew/Fall			Credits 0.25 Terms Q1,Q2		
	drawal Info	rmation		<u>.</u>	
Marking Period		Quarter 3 🛛 🗸		Grade Comment	
2000					
	02	Quarter 3 (Rejected St	underst)		1
	Q3 Q3	Quarter 3 (Reinstate St Q4	udent) S2E	Q4 \$2	Final
		(Reinstate St		Q4 S2	Final P
<		(Reinstate St		Q4 \$2	

ς

1. Click on the Marking Period

Transfer

×

¥

3

Cont NUM

Withdraw

- Select Reinstate Student
- 3. Then OK:

Delete



1.